

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

2 September 1958

SUGGESTION NO. 59-24: dated 14 July 1958

STATINTL

[REDACTED], GS-12, Economist  
ORR, DD/I

A. Summary of Suggestion

At present, when books are purchased and placed on library shelves for utilization, the covers are removed. Suggester proposes that the section of the cover providing a brief biographical sketch of the author be saved and posted inside the book.

B. Summary of Evaluation

On 27 August 1958, Acting CIA Librarian, [REDACTED] stated:

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"Book jackets for the books going to the Branch Libraries, i.e., Training Branch, K Building Branch, and Barton Hall Branch, go with the books, K Building Branch makes use of the information on the book for a biographical file.

"Book jackets for the books going to the Reference and General collections are removed from the books. All printed material containing blurb and biographical material is cut from the jacket and pasted on an inside cover of the book. The front of the jacket is used on posters.

"Approximately .01% of books printed in Eastern Europe, Soviet Russian, and Communist China have detachable book jackets. Those that do are treated as above.

"While not adding in very great measure to the effectiveness of library service and of the Agency as a whole, we feel that the work involved in placing jacket information in the CIA Library copy of a book is justified. However, since some jackets are totally uninformative, this practice would reach an advanced stage of diminishing returns if it were made universal.

"Monetary savings resulting from this suggestion are negligible. The greater convenience in reference work and the use of books by analysts is nearly counter-balanced by the effort involved, leaving a net advantage that is worthy of commendation but probably not of any cash award."

Sugg. No. 59-24 Contd.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty (Economist)
2. Letter of Appreciation

D. Decision of Chairman

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*2 above*

-----Award - as recommended by  
Executive Secretary above.